

Carnegie Mellon

STUDENT ACTIVITIES

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Greetings Student Organization Leaders!

The staff from the Office of Student Activities is excited to welcome you back to a new academic year and look forward to working with you in support of the many phenomenal student initiatives that contribute to the student experience on the Carnegie Mellon campus. Please read on for some important updates and information about kicking off the fall semester.

Updates & News

Staffing

Karen Boyd joins the Division of Student Affairs as the Dean of Student Affairs. Dean Boyd brings a wealth of experience in student development, strategic management, policy development and implementation, planning and assessment, and leadership development. Her experiences at Clemson University, Georgia Tech and the University of Georgia include work in residence life, community standards, conflict resolution, student organization advising, crises response and financial management. Dean Boyd brings to us her broad work experience, significant involvement in and contribution to professional organizations, a deep interest in research and scholarly work, and her genuine love of and commitment to the students.

Alex Conlon joins the Student Activities staff as the Graduate Advisor for Late Night Programs. Alex is a graduate student at Indiana University of Pennsylvania's Student Affairs in Higher Education Master's program and is excited to work with you on producing a great slate of Late Night events hosted every Friday and Saturday night in the University Center throughout the academic year. You can reach Alex via phone at 412.268.8704.

Abigail Fasulo officially joined the team in early winter of last year as the Assistant to the Senior Accounts Coordinator. In addition to assisting David Ruvolo, Abigail will be working mainly with student organization reimbursements and Tartan Card justifications within the office.

In the fall, Brynn Cunningham, a graduate student in the Student Affairs and Higher Education program at IUP, will be doing a community service and service-learning practicum in the office. In addition to working broadly with service initiatives, Brynn will coordinate many of our fall semester service traditions.

Programmatic Initiatives

The Division of Student Affairs has established a new committee to review proposals from organizations and individuals seeking financial support from the Division* for projects, events and initiatives that enhance the common student experience. The Division felt that this process would help streamline the special allocation funding process across the Division.

Proposals and supporting documents should be submitted to the Office of the Dean of Student Affairs, 301 Warner Hall, by the close of business of each of the following dates:

Mon, September 14, 2009	Mon, December 14, 2009	Mon, March 8, 2010
Mon, October 12, 2009	Mon, January 18, 2010	Mon, April 12, 2010
Mon, November 9, 2009	Mon, February 8, 2010	

* Career and Professional Development Center, Counseling and Psychological Services, Health Services, Office of the Dean, Office of International Education, Orientation and First Year Programs, Student Activities, Student Development, and Student Life.

Student Activities

The Office of Student Activities recently acquired the UC Art Gallery space and has converted it into a conference room that will be utilized for meetings, workspace, and storage. This space will also serve as a reserveable space for student organization meetings and business. For more information on reserving this space, please contact Jessica DeCerbo at jessm@andrew.cmu.edu.

The new student organization directory has been launched on the Student Activities website. The information listed is pulled from OrgTracker and it is important for all recognized student organizations to keep their profiles up-to-date as leadership changes over the course of the semester or year. To view the new directory, please visit: cmu.edu/studentactivities.

New Policies / Changes

University Center Food Safety & Preparation Policy & Guidelines

The University Center is dedicated to providing a healthy and safe environment for its campus community and guests. The purpose of this policy is to provide safety and sanitation controls for the handling, preparation, and serving of foods by any organization or individual in spaces allocated by the University Center. These events may include, but are not limited to bake sales, fundraisers, food festivals, potlucks, and holiday celebrations. University Center allocated space includes all meeting rooms, Rangos Ballroom, Kirr Commons, Wean Commons tabling, outside Doherty tabling, Merson Courtyard, and the West Wing Courtyard. Any student organization or individual planning to handle, prepare, and serve food in the University Center will need to indicate this request in their SpaceQuest room reservation request. The University Center will be partnering with Health Services to provide online educational materials for review by all students that will be handling, preparing, and serving food. After reviewing these materials, all students will be expected to take and pass a test in order to participate in the handling, preparation, and serving of foods for their requested event. This process should be completed at least two weeks in advance of the requested event date. More information regarding the full policy and guidelines will be available at the University Center administrative offices. All questions and concerns can be sent to ucres@andrew.cmu.edu.

Student Organization Oracle Account Changes

Every student organization account string that is administered by Student Activities has undergone a slight variation due to recent changes in how the University accounts for gifts and donations received by student groups. It is very important that organizations immediately stop using their old account strings and communicate any account activity that may have taken place over the last two months using the old account number. Student Organizations will learn about their new account strings at the Authorized Signer and Fiscal Responsibility Training sessions that will occur during the first two months of the academic year (see below for dates). We will also explain how these new account strings will operate in regards to tracking and spending gifts or donated funds. If you need to access your account before you are able to attend one of these training sessions you must first contact the Accounts Coordinator in Student Activities to make arrangements.

Student Organization Important Dates and Trainings

Activities Fair

The Fall Activities Fair will be held Wednesday, September 2, from 4:30pm-6:30pm on the CFA Lawn and Hamerschlag Mall (rain location is the Wiegand Gym, UC). Online registration is now available at www.cmu.edu/studentactivities/activitiesfair to register and to obtain tools and tips for a successful fair. If you have any problems accessing the page, please contact Kaycee Palko (kpalko@andrew.cmu.edu) or stop by our office in the University Center, Suite 103.

Catalyst ~ the Leadershape Experience

The Office of Student Activities will be bringing a professionally facilitated one-day program to campus on Saturday, September 26, 2009 from 9:30 a.m. to 4:30 p.m. This conference has been developed by Leadershape, Inc. and is designed to allow participants the time and space to consider powerful questions that move them towards action. Throughout the day, participants will be identifying their strengths, as well as the strengths of the members in their community. The content of the program is designed to meet multiple learning styles of each group. Participants will be engaged in small group dialogue, large group interaction, and personal reflection. This is an amazing experience for up and coming leaders in your organization. Participation will be limited and registration materials will be available online at cmu.edu/studentactivities by August 24, 2009. There will be a \$10 registration fee that can be covered individually or by your student organization. All registration materials will be due by Friday, September 18, 2009.

Authorized Signer and Fiscal Responsibility Training

To better equip organization leaders with oversight and knowledge of their accounts, Student Activities now requires all expenditures be authorized by the organization's designated signer(s). Each organization must designate at least one, and not more than two, members as the **official authorized signer(s)** for all account transactions. All authorized signers must attend one of the following mandatory Financial Training Sessions to learn about the policies and procedures used to access your account. Their signature will be put on file and used to verify that they have signed off on every transaction that is processed by Student Activities, which includes all reimbursements, check requests, on-campus purchases, and journal entry transfers. **Any member of an organization who anticipates doing financial business for their group is welcome to attend one of the following sessions; all authorized signers must attend a session to be designated an official signer on the organization's account.** Meeting dates and locations:

Mon 8/31, 5:15 - 6:30pm, McKenna/Peter UC	Mon 9/21, 5:15 - 6:30pm, Rangos 1 UC
Tues 9/1, 5:15 - 6:30pm, McKenna/Peter UC	Thurs 9/24, 4:30 - 5:45pm, Dowd UC
Tues 9/8, 5:15 - 6:30pm, McKenna/Peter UC	Thurs 10/1, 5:15 - 6:30pm, Rangos 3 UC
Wed 9/9, 9-10:20pm, McKenna/Peter UC	

Mandatory Student Organization Leadership Training

Student Activities will host several mandatory training sessions for recognized student organization leadership, which are designed to update groups on changes in the Office of Student Activities, highlight programs and resources, meet new organization leadership, outline the annual re-cognition process, and preview the student organization space re-allocation process (UCAB) that will occur in the spring semester. **Each recognized student organization is required to have at least one member attend one of these meetings in order to be considered for re-recognition by the Committee on Student Organizations. It is highly encouraged that more than one leader attend, so your organization is more informed about opportunities and protocols that will help your organization be successful this year.** Meeting dates and locations (all sessions are from 4:30-5:15 p.m.):

Mon 8/31, McKenna/Peter UC	Wed 9/9, Dowd UC
Tues 9/1, McKenna/Peter UC	Mon 9/21, Rangos 1 UC
Tues 9/8, McKenna/Peter UC	Thurs 10/1, Rangos 3 UC

At these sessions we will distribute the new **Student Organization Handbook and Resource Guide**. Resource Guides will also be available in our office during the 1st week of classes.

University Credit Cards

Student organizations can apply for a **Tartan Trust Card (TTC)** to purchase university-related expenses specific to the needs of their student organization. Applicants must meet the following criteria:

- The organization must have an advisor/supervisor of record that is a university faculty or staff member willing to assume responsibility for the advisement and justification of purchases on a monthly basis.
- The organization must have an established oracle account with the university.
- Eligible organizations must be able to demonstrate a financial need for the TTC.

Applications will be available in Student Activities starting Monday, August 24, 2009 and are due by 5 p.m. on September 11th, 2009. Late applications will not be accepted. If you have any questions regarding the student organization TTC program, please see David Ruvolo in the Office of Student Activities.

Key Cards

If you have space in the University Center, East Campus Garage, or Margaret Morrison Storefronts that is accessed by the electronic key card system and/or hard key, then OrgTracker must be updated to reflect any changes to those who should have access. OrgTracker can only be updated by your organization's main contact, who has administrative rights at <https://stugov.andrew.cmu.edu/orgtracker>. Members who should receive access to an organization space must stop by Student Activities with proper identification (Carnegie Mellon ID or Driver's License) to receive a key or key card.

Student Organization Development and Promotion

Student Organization Success Series

The Office of Student Activities has re-tooled the Making Your Mark Leadership Series. The Student Organization Success (SOS) series will offer student organization leadership and rising leaders the opportunity to strengthen their organizations in a variety of ways. There will be workshops on programming at different levels (i.e. basic tips and tools, contracting bands and speakers, and liability/risk management), connecting with your alumni, utilizing technology at your events, networking with other student organization leadership, and taking your leadership experience and marketing it in future internships and employment searches by utilizing the new Career Services' e-portfolio system.

Our office also offers tailored workshops and ad hoc advising that can be designed for your organization's specific needs. Please check our website for more details on these opportunities.

Banners placed on Doherty

FMS has altered its policies regarding the hanging of banners over the Doherty archway. Banners will only be hung and removed each Wednesday, which will streamline FMS processes and should save student organizations money. Banner requests should be made with at least 48 hours notice.

In order to better track banner removal requests, it is recommended that you submit separate work orders to FMS for banner hanging and removal, specifying the Wednesday on which you wish each to be completed. Work orders should indicate that banners should be picked up and dropped off in the Student Activities office. You will be contacted once the banner has been returned to retrieve it at your earliest convenience. Work orders can be submitted to FMS by visiting www.cmu.edu/fms.

Late Night

Do you have a strong desire to showcase your student organization to the rest of campus? How about provide a fun activity to host for your peers? Do you have any great ideas that you want to bring to fruition? If you answered yes to any of these questions, your organization should host a Late Night event! Late Night events, hosted by student organizations, house communities, and university departments, take place in the University Center from 9 p.m.-1 a.m. every Friday and Saturday night, offering fun, free activities for Carnegie Mellon students. Organizations hosting Late Night events can receive supplemental funding for their event as well as advising and programmatic support from Student Activities. Please contact Alex Conlon in the Office of Student Activities at 412.268.8704 to inquire about open dates for the fall semester or for general questions about Late Night.

The Office of Student Activities will no longer be hosting UC Friday events in KIRR Commons every Friday from 4:30-6:30 p.m. as announced last Spring. If organizations are interested in reserving KIRR Commons for events, please contact UC Reservations at ucres@andrew.cmu.edu.

Promoting Your Organization's Events

Carnegie Mellon Events is a website designed to work with the Portal Calendar, taking all public events from the Portal and consolidating them into one event-filled page that anyone (not just Andrew ID holders) can access. To learn more about how to set up your calendar, visit our website at <http://www.cmu.edu/StudentActivities/info/publicity>. We encourage all organizations to use this useful and free tool to promote the great activities your organization hosts for the campus community.

We look forward to seeing you at the Activities Fair and Training Sessions soon. As always, please don't hesitate to get in touch with any of us so we can best serve your organization.

Best of luck as you begin the semester,

Gina, Dave, Liz, Kaycee, Taylor, Jessica, Abigail and Alex
The Student Activities Team